



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Ingrid Svelnis

**Position:** CAO

**Title / Subject:** Telecommuting Policy

**Date of Report:** May 2, 2022

**Date of Meeting:** May 9, 2022

**Report No:** 2022-GG-009

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#### 1.0 Issue / Origin

Flexible work Arrangement- Telecommuting Policy

#### 2.0 Background

Over the past two years Township of Brock residents and employees have had to endure tremendous uncertainty due to the COVID-19 pandemic. Significant improvements were made to allow for a flexible work environment which allowed the Township to provide service to the public without interruption while ensuring the health and safety of our staff. Township employees were forced to work remotely and staff has done a tremendous job adapting to this change.

The Township is committed to delivering municipal services in the most efficient and effective way possible. At the same time the Township also supports flexibility in employee work arrangements where possible.

The Telecommuting Policy is being presented to ensure that the Township remains competitive while we continue to recruit for positions. This policy will also help us transition as additional staff are hired in the future by allowing us to pursue shared work-spaces to assist in avoiding future capital expenses to create additional spaces.

In addition, we will continue to look at other work arrangements for future consideration to ensure that we are a progressive employer who will be able to attract and retain the best talent we can given our remote location. This may include a compressed work week or other options in the future.

### **3.0 Analysis**

Detailed analysis has already been completed to determine which positions are best suited to the hybrid model of in and out of the office. Certain positions are not suited to working remotely given the municipal office is now open. If in the future, the Township adopts more of a customer service model where staff are cross trained to provide front line customer care, the Township may be able to add additional positions to this hybrid model.

Telecommuting arrangement will be modified as service needs change. Flexible work arrangements will be reviewed as required and may be cancelled if an employee transitions into a new position.

Agreements must be entered into to allow for this arrangement and managers/department heads must ensure that the Township continues to receive good value for the investment.

The Township would allow telecommuting to a maximum of two days per week to start.

### **4.0 Related Policies / Procedures**

HR policies

### **5.0 Financial / Budget Assessment**

No increased costs are expected

### **6.0 Climate Change Impacts**

Would reduce community emissions to and from work.

### **7.0 Communications**

Internal communications with staff will take place to determine who is interested.

Communication will be added to those positions we are recruiting for, that would be suited to telecommuting.

### **8.0 Conclusion**

It will be beneficial to the Township to implement telecommuting as part of future work arrangements. Recruitment is extremely difficult as we have determined and driving distance for qualified staff may mean the best recruits may not apply unless there is a flexible work arrangement in place. Significant progress has been made that demonstrates that people can work effectively and efficiently in a hybrid model. The Township has also made significant investments to support this through expanded technology, etc., made possible through the Provincial Municipal Modernization Grant funding.

### **9.0 Recommendation**

BE IT RESOLVED THAT Report 2022-GG-009, Telecommuting Policy be received and THAT Committee support the proposed Telecommuting Policy with final approval to be made by by-law at the May 30, 2022 meeting.